



Mount St. Mary Hospital Position Description

POSITION TITLE: Licensed Practical Nurse	BARGAINING UNIT: BCNU
DEPARTMENT: Resident Care	CLASSIFICATION TITLE: Licensed Practical Nurse 1 – Direct Care
REPORTS TO: Director of Resident Care	GRID LEVEL: Level 1 (Occupation Code 26001)
EFFECTIVE DATE: January 2025	

JOB SUMMARY

In accordance with the Vision, Mission, and Values of Mount St. Mary Hospital (MSMH), resident and staff safety is a priority and a responsibility shared by all staff. The requirement to continuously improve quality and safety is integral to all positions at MSMH.

Under the direction of the Clinical Nurse Leader (CNL) and Registered Nurse (RN), the Licensed Practical Nurse (LPN) enhances the quality of life of people living at MSMH by working collaboratively and in partnership with the interdisciplinary team in the provision of resident-centred care. As a member of the interdisciplinary team, the LPN maintains an environment of resident and family-centred care by enabling resident choice, individualized care, and resident and family involvement in care decisions. The LPN practices in accordance with the competency guidelines and full scope of practice within the Standards of Practice as outlined by the BC College of Nurses and Midwives, and according to Mount St. Mary Hospital policies, standards and protocols.

DUTIES AND RESPONSIBILITIES

Leadership:

- Participates on committees as assigned to facilitate the improvement of resident care, and staff health and safety.
- Facilitates achievement of resident care and organizational goals.
- Uses conflict resolution skills to mediate, negotiate and resolve issues with residents, families and staff.
- Is a professional role model.

- Collegially shares information with Resident Care Team and care staff; provides daily work direction to Resident Care Aides.
- Promotes collaborative relationships among residents, families, staff, volunteers, and interdisciplinary team members.
- Creates a positive environment that supports staff to interact in ways that deepen collegial relationships and fosters team work.

Resident Care:

- Working independently and collaboratively as a member of the interdisciplinary care team, performs full scope of practical nursing functions for residents with stable and predictable health status.
- Completes baseline nursing assessments and documentation.
- Plans direct care for resident in compliance with standards of practice by reviewing resident and family history, developing an individualized care plan for assigned residents and meeting with other members of the Resident Care Team, including the resident and family, to discuss and review the care plan.
- Provides direct nursing care to residents including medication administration, treatments, wound care and management, and primary nursing duties.
- Evaluates outcomes of care provided, completes documentation, and communicates areas of concern and/or changes to the RN or CNL.
- Completes MDS for primary resident assignment.
- Provides meal assistance and personal care to residents as required.
- Administers prescribed medications in accordance with MSMH Pharmacy Standards and Procedures.
- Receives, transcribes and processes physician orders, monitors resident response to medications, documents and communicates any concerns to the RN or CNL.
- Performs monthly audits of medication carts, medication room, and contingency cupboard.
- Returns outdated medications to pharmacy.
- Maintains resident records by collecting and documenting information including health care information regarding residents and their families, nursing observations, communications, interventions, teaching and evaluation of care.
- Consults and collaborates with Resident Care Team members and other health care professionals/providers in the identification and resolution of a variety of resident/family issues.
- Participates as a member of the Resident Care Team through contributing information in resident and family interdisciplinary care conferences, medication reviews and daily Shift Reports.
- Participates in the orientation and continuing education of nursing staff and students by mentoring, supporting preceptorship, and role modelling.
- Works collaboratively with all disciplines to promote and facilitate an interdisciplinary approach to resident care.
- Collaborates with the team to ensure safe transitions when residents are discharged home or to another facility.
- Utilizes knowledge and clinical expertise and is a resource person to physicians and resident care staff.
- Participates in the evaluation of equipment, products and supplies. Monitors unit equipment and supplies.

Quality Improvement

- Promotes and facilitates a safe and therapeutic environment for the provision of care.

Performs other related duties as assigned.



QUALIFICATIONS***Education, Training and Experience:***

- Completion of a Licensed Practical Nursing program,
- Current practicing registration with the College of Registered Nurses of British Columbia.
- Three to five years' recent clinical experience in the area of long-term Care., and

Skills and Abilities:

- Strong interpersonal and leadership skills, including conflict resolutions skills;
- Ability to supervise and provide work direction by coaching and mentoring;
- Ability to organize, coordinate and prioritize own work and that of others;
- Ability to communicate with, and work effectively with co-workers, other health care staff, physicians, residents, families and staff of outside agencies;
- Demonstrated critical thinking and problem solving skills including an ability to use a collaborative approach to problem-solving supported by a systems approach;
- Demonstrated ability to facilitate change;
- Ability to work in a fast-paced environment;
- Flexible and adaptable to ongoing change;
- Physical ability to perform the duties of the position; and
- Demonstrated skill in the use of related equipment and supplies, and computer programs including electronic health records, RAI/MDS, eMAR, Word and Excel.

APPROVED:

	May 2025
_____ Director, Resident Care	_____ Date
	May 2025
_____ Director, Human Resources	_____ Date